



**METROPOLITAN
TRANSPORTATION
COMMISSION**

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TO: Administration Committee

DATE: June 5, 2013

FR: Executive Director

W.I.: 1153

RE: Contract Amendment: Janitorial Services - Customized Janitorial (\$102,896)

This memorandum requests the Committee's approval of a contract amendment with Customized Janitorial, to provide janitorial services for the MTC offices in the amount not to exceed \$102,896 in FY 2013-14, subject to adoption of the FY 2013-14 Agency Budget by the Commission at its June 26, 2013 meeting.

Background

On September 2, 2011, MTC issued a joint agency Request for Proposal (RFP) with ABAG and Regional Administration Facility Corporation (RAFC) inviting firms to submit a proposal to provide janitorial service for the Joseph P. Bort MetroCenter common areas, and for MTC and ABAG office spaces. The contract was awarded to Customized Janitorial for the period of December 1, 2011 through June 30, 2012, with the option to renew at a negotiated price for two (2) additional one-year periods through June 30, 2014. Separate contracts were executed by MTC, ABAG and RAFC for their respective services.

The procurement and contract required the contractor to pay its employees at least the City of Oakland's minimum "living wage". Customized Janitorial pays its staff an amount greater than the City of Oakland's hourly living wage rate. This proposed contract amendment also includes a 3% COLA effective July 1, 2013.

Recommendation

Staff recommends that this Committee authorize the Executive Director or his designee to negotiate and enter into a contract amendment with Customized Janitorial to provide janitorial services for MTC offices for an amount not to exceed \$102,896 in FY 2013-14.



 Steve Heminger

SH:RH

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REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Vendor Contract Amendment

Work Item No.:	1153
Vendor:	Customized Janitorial, San Jose, CA
Work Project Title:	Janitorial Services
Purpose of Project:	To provide janitorial service for MTC offices.
Brief Scope of Work:	To provide routine janitorial service for MTC offices including, vacuuming, polishing and trash removal and weekly, monthly and quarterly in-depth service including rug shampooing, floor waxing in FY 2013-14.
Project Cost Not to Exceed:	\$102,896 (this amendment)
	Total Contract Amount before this amendment: \$160,000
	Total Contract Authorization after this amendment: \$262,896
Funding Source:	General Operating Budget
Fiscal Impact:	Funds are included in the FY 2013-2014 Agency Budget
Motion by Committee:	That the Executive Director or his designee is authorized to negotiate and enter into a contract amendment with Customized Janitorial, to provide janitorial services in FY 2013-14 as described above and in the Executive Director's June 5, 2013 memorandum, and that the Chief Financial Officer is authorized to set aside funds up to \$102,896 for such contract subject to adoption of the annual operating budget.
Admin. Committee:	<hr/> Adrienne J. Tissier, Chair
Approved:	Date: June 12, 2013